



## Community Grant Application Form

**Grants for £1000 and under will be considered for short term projects or events that meet the Dartford Big Local Community Grants criteria.**

A copy of this application form and the criteria can be downloaded from [www.dartfordbiglocal.com](http://www.dartfordbiglocal.com)

Alternatively, a hard copy or email containing the application is available on request [zoe@dartfordbl.org.uk](mailto:zoe@dartfordbl.org.uk) or by telephone Zoe Dunn, the DBL coordinator on 07395 788595.

### Guidance Notes

Before completing this application form, please read through the Guidance Notes and Information on Completing the Community Grant Application Form. It will help you to complete your application. Please remember that any independent community group will need to apply using a parent organisation in order to access the funds securely.

### Help with your application

Please contact Dartford Big Local Coordinator Zoe Dunn should you have any questions about your application.

### Data Protection

Information provided in this form, including contact details, will be retained in a secure database. If you wish to opt out of this information being retained, please write to Dartford Big Local at [dataprotection@dartfordbiglocal.co.uk](mailto:dataprotection@dartfordbiglocal.co.uk) It is a condition of grant applications that Dartford Big Local may use information on the activities funded by Grants in marketing and publicity material for promotional purposes.

Dartford Big Local may include your information when we monitor and evaluate the Grants Programme. Dartford Big Local will not pass your information or contact details onto any other third party.

## Introduction

- 1.1** What is the name of your group or organisation?
- 1.2** Please state the amount of grant you are requesting (max £1,000)
- 1.3** Please give a brief summary of the project or event that this grant will fund (max 35 words)

## About your group or organisation

- 2.1** Who is the main contact person for this application?  
First name \_\_\_\_\_  
Last name \_\_\_\_\_
- 2.2** What is their role in the organisation or group?
- 2.3** Please provide a contact address for your organisation or group  
You must provide an email address at which we can contact you about this application.  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Postal code \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email address \_\_\_\_\_
- 2.4** Please describe the aims and main activities of your group or organisation  
This should include a brief description of why your organisation exists and the activities that your organisation provides.

**2.5 What is the legal status of your organisation (or parent organisation acting to hold the fund)?**

Please tick the relevant box(es) below

|   |                          |
|---|--------------------------|
| Community Interest Company                | <input type="checkbox"/> |
| Community organisation/club/society/group | <input type="checkbox"/> |
| Unincorporated association                | <input type="checkbox"/> |
| Company limited by guarantee              | <input type="checkbox"/> |
| Industrial and Provident Society          | <input type="checkbox"/> |
| Registered charity                        | <input type="checkbox"/> |
| Individual -Local Resident                | <input type="checkbox"/> |

If you have chosen other, please specify here

Charity number (if applicable)

Company number (if applicable)

OFSTED registration number (if applicable)

**2.6** If you are applying as a parent or host organisation please describe the aims and main activities of the group that you are 'parenting':

## Project description

**What will your Community Chest grant be used for? Please show in your description how the project or activity will contribute toward the Dartford Big Local Objectives.**

|   |  |
|---|--|
| Describe the project / event that you would like to deliver.            |  |
| How have local people been involved in the development of this project? |  |
| How will local people be involved in the delivery of this project?      |  |
| How will the project bring local people together?                       |  |

**3.1 When and where will the project or event take place for how long**

Please provide the dates and times for when you expect your project or event to take place (Maximum 100 words)

**3.2 Please tell us the total number of people expected to benefit or participate in your project or event.**

**3.3 How will this project be delivered and by who?**

## Financial Information

**4.1 What is your group or organisation's annual income range?**

Organisations must have an annual income of less than £100K to be eligible to apply for a Community Chest grant. Please note that 50% of the grant funding available for Community Chests will be reserved for organisations with an annual income of less than £50,000.

*For organisations that are applying as a parent or nurture organisation this requirement does not apply.*

|                       |                          |
|-----------------------|--------------------------|
| Between £50,000-£100K | <input type="checkbox"/> |
| Less than £50,000     | <input type="checkbox"/> |

**4.2 Please provide a budget and breakdown of costs related to your project or event.**

Please make sure that the budget lists all of the costs for your project. For example, venue hire, art material, refreshments etc. When you have completed your budget, please attach it to your application. The budget needs to be one A4 sheet.

Example budget

| Item or activity  | Cost |
|---|------|
| Sessional worker (5 days x £50 per day)                                 | £250 |
| Volunteer<br>(lunch 5 days x £5 per day)<br>(travel 5 day x £5 per day) | £50  |
| Venue hire (3 day x £100 per day)                                       | £300 |
| Mini bus hire (£50 per day x 1 day)                                     | £50  |
| Art material (£2 x100 sets of poster paint)                             | £200 |
| DBS checks for volunteers   | £50  |

**4.3 Please tell us if you are getting funding from elsewhere to help with the costs of your project or event. (Maximum 100 words)**

## Declaration

**5.1 Declaration by the AUTHORISED REPRESENTATIVE (Chair, Treasurer or Secretary) on behalf of the group or organisation completing the application.**

**I am an authorised representative of my organisation (Chair, Treasurer or Secretary). To the best of my knowledge, all the information that I have provided in this application form is correct.**

**I accept the following data protection statement:**

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**Name of representative making this declaration**

**Position in organisation of the representative making this declaration**

**Date:**

**Signature:**

**5.2 If your group does not have a bank account in its name, please provide an additional signatory from your parent organisation.**

**Parent organisation**

**Name of representative making this declaration**

**Position in organisation of the representative making this declaration**

**Email address:** \_\_\_\_\_

**Telephone number** \_\_\_\_\_

**Signature** \_\_\_\_\_

Email your application and supporting documents to – [communitychest@dartfordbiglocal.co.uk](mailto:communitychest@dartfordbiglocal.co.uk)

Send your application and supporting documents to –  
**LTO-Red Zebra Community Solutions, 124 Middle Wall, Whitstable, CT5 1BW**